

## CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

PROJECT MANAGER			JOB NUMBER (JN)	CONTROL SECTION (CS)
DESCRIPTION IF NO JN/CS				
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP.  WHITE = REQUIRED GRAY SHADING = OPTIONAL  Check the appropriate Tier in the box below			<b>CONSULTANT:</b> Provide only checked items below in proposal.	
<b>TIER I</b> <b>(\$25,000-\$99,999)</b>	<b>TIER II</b> <b>(\$100,000-\$250,000)</b>	<b>TIER III</b> <b>(&gt;\$250,000)</b>		
			Understanding of Service	
			<i>Innovations</i>	
			<i>Safety Program</i>	
N/A			Organization Chart	
			Qualifications of Team	
			Past Performance	
Not required as part of official RFP	Not required as part of official RFP		Quality Assurance/Quality Control	
			Location of Service Personnel <b>(Only check for on-site inspection services)</b>	
N/A	N/A		Presentation	
N/A	N/A		Technical Proposal (if Presentation is required)	
3 pages including cover sheet <b>(No Resumes)</b>	7 pages	19 pages	Total maximum pages for RFP <b>not including key personnel resumes</b>	

**BUREAU OF HIGHWAYS  
REQUEST FOR PROPOSAL  
for  
QUALIFICATIONS BASED SELECTION FOR PREQUALIFIED SERVICES**

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is currently prequalified for this type of work and you are interested in providing services, please indicate your interest by submitting a Proposal. The Proposal must be submitted in accordance with the latest "Vendor Selection Guidelines for Service Contracts", available on the MDOT website.

For efficiency sake, we are asking that the vendor firm provide 3 paper copies of the Proposal to the MDOT project manager named in the attached scope of services.

These copies must be received by 3:00 PM on Wednesday, May 17, 2006. Fax and electronic copies are not acceptable.

In addition, provide one **stapled** copy to:

Regular Mail:

Secretary, Operations Contract Support  
Michigan Department of Transportation  
P.O. Box 30050  
Lansing, MI 48909

OR

Overnight Mail:

Secretary, Operations Contract Support  
Michigan Department of Transportation  
425 W. Ottawa  
Lansing, MI 48933

This copy is to be received within three working days after the due date and time specified above. Please do not deliver in person.

Any questions relative to the scope of services must be submitted by e-mail to the MDOT project manager. Any questions must be asked at least three working days prior to the due date and time specified above. All questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of vendors submitting questions will not be disclosed.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting

system.

The selection team will review the information submitted and will select the firm considered most qualified to perform the engineering services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**The maximum allowable pages for the proposal are limited to the selected Tier shown on MDOT Form 5100B, which is posted with this RFP. Page limits apply to the entire proposal. The number of pages per section is the decision of the creator of the proposal. Include in proposal only those items that are checked by the MDOT project manager on form 5100B.**

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

The scope of services is attached to this solicitation.

**Michigan Department of Transportation**

**SCOPE OF SERVICES**

**For**

**Inventory of Freeway Truck and Minimum Speed Limit Signs**

CS 84900      JN 87973A

**DESCRIPTION OF WORK**

This project involves developing the inventory of approximately 1400 miles of freeway speed limit signs throughout the state trunkline system.

**PROJECT LOCATION**

All freeways in Metro, University, Grand, and Southwest Regions. The freeway sections of US-31 and US-131 in the North Region.

**PRIMARY PREQUALIFICATION CLASSIFICATION**

Permanent Freeway Traffic Signing Plans

**DBE REQUIREMENT:** There is no Disadvantaged Business Enterprise (DBE) requirement for this service.

**PROJECT MANAGER**

Alonso Uzcategui  
Engineer Manager  
Traffic Sign and Delineation Unit  
Traffic and Safety Support Area  
Michigan Department of Transportation  
Murray D. Van Wagoner Building  
P.O. Box 30050  
Lansing, MI 48909  
Phone: 517-335-2624  
Fax: 517-373-2330  
E-mail: [uzcateguia@michigan.gov](mailto:uzcateguia@michigan.gov)

**SCHEDULE**

**The anticipated service start date is:** May15, 2006.

**The anticipated service completion date for the Metro Region is:** August 1, 2006

**The anticipated service completion date for all other regions is:** December 15, 2006.

**PROBLEM STATEMENT**

Due to recent changes in legislation, all truck speed limit and minimum speed limit signs on freeways are to be replaced or overlayed. An inventory of the location and the condition of the signs is required in order for the Department to complete this work.

Signs will be removed and replaced when they:

- Have deteriorated to an extent that they no longer reflect light at night.
- Are damaged.
- Are incorrectly installed or located.
- Are structurally deficient.
- Speed Limit 55 mph/Minimum Speed 45 mph signs will be replaced with Speed Limit 55 mph signs.

Signs will be overlayed when they:

- Are less than three years old and do not meet the above criteria for replacement.
- Are expected to be replaced within the next three years under the standard freeway signing upgrade program and do not meet the above criteria for replacement.

## **WORK PLAN**

A sign inventory utilizing the Department's MTSIS (Michigan Traffic Sign Inventory System) shall be developed.

The Consultant shall supply all materials, equipment, and personnel necessary for the completion of the project.

The project will be submitted as an e-proposal.

The Consultant shall make such trips to the Department offices (Lansing), MDOT Region and Transportation Service Center Offices, and to the project site as may be necessary to carry out the services according to the agreement.

The Consultant shall make necessary corrections/changes as directed by the Department as a result of Department reviews.

All work must be produced according to the Department's standard practices and shall meet the requirements of 2003 Standard Specifications for Construction.

The plans and specifications produced by the Consultant must meet the requirements of the MMUTCD and must be approved by MDOT and the Federal Highway Administration (FHWA).

## **TASK DESCRIPTIONS**

**Task 1.      Physical inventory of all signs, sign supports, and sign structures**

- A.      The Consultant will perform a field review of the project areas to develop the existing sign inventory. The location and mileages of all signs shall be determined utilizing a Distance Measurement Instrument (DMI) or Global Positioning System (GPS). All signs shall be located to a nearest 0.001 mile. During the field review, all existing truck speed and minimum speed signs and their support systems and condition will be noted. The condition of existing signs and support systems will determine whether the existing sign and support systems need replacement. As a minimum, the following information will be recorded on the computerized inventory:
- (1)      Sign size and type
  - (2)      Sign offset measured per sign standard SIGN-120
  - (3)      Sign message
  - (4)      Sign location by control section and physical reference number milepoints and by freeway milepoints and crossroads.
  - (5)      Sign support system
  - (6)      Type of sign support foundation.
- B.      Work which is not covered by current MDOT Standard Specifications, supplemental specifications, or special provisions will be described by the Consultant and set in standard MDOT special provision standard format. A copy of standard format will be provided when requested by the Consultant. **All special provisions written by the Consultant will require Departmental approval.**

**Task 2.      Produce quantity and cost estimates**

- A.      For Metro Region the Consultant shall produce a proposal ready for bid letting and a Stand Alone PES Worksheet (SAPW), which contains bid item identification, unit of measurement, unit cost.
- B.      MDOT will do the sign replacement with state forces in the rest of the state.

## **VENDOR PAYMENT**

All invoices/bills for services must be directed to the Department and follow the current guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Vendor for Services rendered shall not exceed the "Cost Plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Vendor. All invoices/bills must be submitted within thirty (30) calendar days of the last date of services being performed for that invoice.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this Project. Hours spent in administrative, clerical, or accounting roles for billing and support, are not considered allowable hours; there will be no reimbursement for these hours.

Reimbursement for overtime hours will be limited to time spent on this project in excess of forty hours per week. Any variations to this rule should be included in the price proposal. All overtime must have prior approval from the MDOT project manager.